

# Hampshire Fire Protection District

## Board of Trustee Meeting

May 8, 2024

1. Call meeting to order

2. Secretary – Roll Call

Tim Thompson – Present  
Steve Gustafson – Present  
Rick Heine- Present  
Brian Pechtold – Present  
David Scarpino – Present

Administration:

Trevor Herrmann – Fire Chief  
Sheri Stadie - Captain  
Jody Remakel – Financial Director

Staff Present:

John DePauw, Joshua Morgan, Jennifer Misner, Zack Rice,  
Edward Saunders

3. The meeting opened with the pledge of allegiance.

4. Chief Herrmann asked to add the Career Academy, Deputy Chief Larson staff vehicle and Budget Review to the Chief's Report.

### 5. Minutes

- a. Upon review of the March 26, 2024 Closed Meeting minutes, Trustee Gustafson moved to approve the minutes as presented. Trustee Heine seconded the motion and it was passed by all those present.
- b. Upon review of the April 12, 2024 Regular Meeting minutes, it was noted that the date of the meeting was incorrect and should reflect the correct date of April 10<sup>th</sup>. A correction to state that Trustee Scarpino was not present at the meeting was also noted. Trustee Gustafson moved to approve the minutes with amendments. Trustee Scarpino seconded the motion and it was passed by all those present.
- c. Upon review of the April 12, 2024 Closed Meeting minutes, Trustee Gustafson moved to approved the minutes as presented. Trustee Heine seconded the motion and it passed unanimously. Trustee Scarpino abstained from the motion due to his absence at the April meeting.

## **6. Treasurer's Report**

- a. Upon review of the Warrant List, there were no questions. Ms. Remakel stated that she had corrected the description of check # 23213 on Warrant List to include dues and conference fees which was different than the Draft Version. Trustee Scarpino moved to approve the April warrant list in the amount of \$203,779.41, which included Station 2 expenses of \$24,466.82. Trustee Gustafson seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

Ayes – Steve Gustafson, Rick Heine, Tim Thompson, Brian Pechtold, David Scarpino

Nays – None

Abstain – None

Absent- None

- b. Upon review of the Financial Report, Trustee Gustafson moved to approve the April financials as presented. Trustee Heine seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

Ayes - Steve Gustafson, Rick Heine, Tim Thompson, Brian Pechtold, David Scarpino

Nays – None

Abstain- None

Absent- None

- c. Ms. Remakel stated that she is looking into streamlining bank accounts so that the Capital, Equipment and FFITB would all have separate accounts and management of the accounts would be much easier. Ms. Remakel stated that the District would still manage the FFITB account. Trustee Gustafson moved to approve the new bank accounts. Trustee Heine seconded the motion. The motion passed unanimously by all those present.

## **7. Chief's Report**

- a. Station 2 Update- The Chief reported that the front and one side of the building landscaping was complete. The asphalt for the parking lot is scheduled for Friday and excavating/sod is scheduled for next week. The Chief reported that the Studio 222 had done a walk-through of the building and reported items to be placed on the punch-list, which is currently being worked on. The Chief stated that \$222,000 has currently been spent on furnishings for St. 2, which is under the budget of \$350,000. The Chief stated that his plan is to start staffing at St. 2 the week of May 20<sup>th</sup> and will meet with all shifts to review assignments and apparatus. The Chief stated that KaneComm will be updating the CAD next week.
- b. Dedication Update- The Chief stated that the St. 2 dedication will be on Saturday June 1<sup>st</sup>, and he would like all personnel to arrive at 10:15am for photos. The Chief stated that BOT members should wear their department polo shirts to the dedication. The Chief stated that he will be presenting a speech at the dedication, along with Trustee Thompson and Mayor

Reid. The Chief stated that the National Anthem will be sung by a Hampshire High School student, and following the formal ceremony, there will be two food trucks, station tours and information booths provided by KaneComm and Nicor.

- c. BOFC Status- The Chief reported that the BOFC has been invited to the dedication and awards night. The Chief stated that there will be upcoming promotions and new-hires and that the BOFC needs to be ready to step into their roles. The Chief stated that he will be scheduling a meeting between the BOFC and the attorney to review rules and regulations. Trustee Thompson stated that this meeting should take place after they are sworn-in at the June 12<sup>th</sup> meeting.
- d. Development Update- The Chief reported that there are currently 3 subdivisions in progress, and 20 residential permits have been issued in the past month. The Chief stated that the Tamms Farm Subdivision was almost complete with another subdivision being considered which would consist of 400 homes on Rt. 72 across from Rosati's.
- e. Station 1 Work- The Chief reported he would like to begin work at St. 1 after St. 2 is up and running. The Chief provided a list of updates for the station and stated that a contract has been signed for the work to not exceed \$30,000 with Incredible Builders.
- f. June Board Meeting Plan- The Chief reported that there will be 6 Oaths of Office at the June Board Meeting and that he expects a large crowd. The Chief stated that the meeting will take place in the training room, then moving to the Bay Floor for all oaths.
- g. Awards Dinner- The Chief reported that the Awards Night will be held on Friday June 7<sup>th</sup>. The Chief stated that Jake Goebbert is providing the department with a full meal at the cost of \$2000 and open bar at no cost for the evening. The Chief reported that the cost of the evening is \$2000 less than budgeted.
- h. Haz Mat Call Follow-Up- The Chief stated that in conversation with the owner of Dreymler's, the Chief was told that the owner is still working with his insurance company to install a new refrigeration system at his location and resolve the payment to the District. The Chief stated that he had heard rumors of the business being for sale. The Chief stated that the District had paid between \$12,000-\$13,000 to responding departments, and asked the Board if they would agree to the Chief reaching out to the attorney to put a lien on the business owner's property. The Board stated that due to the call being a year ago with no resolution, the Chief should reach out to the attorney to move forward.
- i. Railroad Project- The Chief reported that the project for the elimination of the West crossing has been postponed until the summer of 2025.
- j. EMS Billing- The Chief reported that the District is currently billing \$1,100 lower than what we could. The Chief reported that the GEMT numbers can't be increased at this time, but the cost for regular ambulance billing can be increased. Trustee Gustafson stated to move forward with the increase. Trustee Scarpino stated that the increase was needed to progress. Trustee Thompson asked what Pingree Grove and Burlington's billing costs were. The Chief stated that you can't compare their numbers, due to differences in staffing and other factors. Trustee Pechtold asked if Paramedic Billing Services was pursuing secondary insurance. The Chief stated that he will look into this. Trustee Thompson suggested splitting



the difference of our current rates and Pingree Grove. Trustee Gustafson motioned to move forward with a billing rate of \$3500 for ALS calls, and \$2000 for BLS calls. Trustee Pechtold seconded the motion and it passed unanimously by all those present.

- k. Grants Status- The Chief reported that the department had been denied the Stated Fire Marshall and Trans Canada Pipeline grants.
- l. New Ambulance Status- The Chief reported that the Foster Coach now projects a delivery date of March 2025 as they have yet to receive a chassis.
- m. New Engine Status- The Chief reported that the new Pierce engine should be in service by the end of June/July. The Chief stated that he, Deputy Chief Larson and Lieutenant DePauw will be flying to the Pierce factory on June 4<sup>th</sup> for the final inspection and will return on June 6<sup>th</sup>. The Chief stated that Chief coverage will be provided by Pingree Grove and Burlington.
- n. 2<sup>nd</sup> Engine Status- The Chief reported that the Alexis engine should arrive in January. The Chief reported that the chassis payment of \$368,000 was just made.
- o. 1402 Vehicle Status- The Chief reported that Deputy Chief Larson's vehicle should arrive in the next few weeks. The Chief reported that the payment for the vehicle has been mailed.
- p. Monthly Report- The report was reviewed by the Chief and BOT.
- q. Career Academy- The Chief reported that FF Serrano, FF Blonskij, FF Mayfield, FF Sardo, FF Mikolajski and Captain Stadie hosted the high school Career Academy with only 5 students attending. The Chief reported that he had great feedback on the program and stated that a good job was done by all.
- r. Deputy Chief Larson Staff Vehicle- The Chief reported that Deputy Chief Larson was attending a camp with his son at White Pines, and had given him permission to take his staff vehicle to the camp, as the Deputy has only one car for his family.
- s. Budget Review- The Chief reviewed changes to the budget from last month.
- t. Union Contract Approval- Trustee Gustafson moved to approve the contract as presented. Trustee Scarpino seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

Ayes- David Scarpino, Rick Heine, Brian Pechtold, Steve Gustafson, Tim Thompson

Nays- None

Abstain- None

Absent- None

- u. The Chief stated that he would like to thank the BOT and his staff for accomplishing the items on the Strategic Plan. The BOT thanked the Chief for his leadership. Trustee Thompson stated for the record, that he will be swearing in the Chief's replacement.

**8. Deputy Chief's Report-** The Chief presented the Deputy Chief's report.

- a. Monthly Training Report- The Deputy Chief reported that the department has completed 1,357 training hours for the month of April. The Deputy Chief reported that all three shifts attended the MABAS Division 2 Spring Drill, Lieutenant McBride attended 80 hours of

Company Fire Officer class, Firefighter Serrano attended 40 hours of Advanced Technician Firefighter class, and Firefighter Morgan attended 16 hours of Hazmat Incident Command class.

**9. Correspondence-**

- a. There was none

**10. Old Business-**

- a. There was none

**11. New Business-**

- a. Approval of Budget Order #23/24-13- Trustee Gustafson moved to approve Budget Order #23/24-13 as presented. Trustee Heine seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

Ayes- Brian Pechtold, Rick Heine, Steve Gustafson, David Scarpino, Tim Thompson

Nays- None

Abstain- None

Absent- None

**12. Trustees Comments-**

- a. Trustee Thompson shared Trustee Scarpino's letter of resignation.
- b. Trustee Thompson stated that he will be swearing in Trustee Scarpino's replacement at the June 12<sup>th</sup> meeting.

**13. Public Comments-**

- a. There was none

**14. Closed Session-**

- a. Trustee Gustafson moved to enter closed session for the purpose of contract negotiations. Trustee Heine seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present. The closed session meeting began at 18:30.

Ayes- Brian Pechtold, David Scarpino, Tim Thompson, Steve Gustafson, Rick Heine

Nays- None

Abstain- None

Absent- None

- b. Upon a roll call vote, the Board returned to open session at 18:35 to approve the contract as presented.

Ayes- Steve Gustafson, Rick Heine, Tim Thompson

Nays- None

Abstain- None

Absent- Brian Pechtold, David Scarpino

**15. Motion to Adjourn-** Trustee Scarpino motioned to adjourn the meeting. Trustee Gustafson seconded the motion and it passed by all those present. The meeting was adjourned at 19:42.

**Notice:** Trustee Thompson reminded members of the St. 2 Dedication and Awards Night.

**Next regular meeting- Wednesday May 14, 2024- 6p**